



Clarification of Leave Time - Contract Part-time

Contract employees receive leave benefits such as annual, sick, and bereavement, in correlation with their FTE. For example:

Employees working 8-hour days with a 1.0 FTE would be allocated 12 annual leave days with the value of eight (8) hours each. They would record one (1) annual day for each day off. Whereas, employees that work 7-hour days with a .875 FTE would be allocated 12 annual leave days with the value of seven (7) hours each. Part-time teachers working full days with a .50 FTE would be allocated 12 annual leave days with the value of four (4) hours each. Therefore, if they missed a full day, they would record two (2) annual leave days.

Employee Status Change - Full to Part Time

In the event an employee changes their contract from a full workday to a half workday, or a half workday to a full workday, the number of annual leave days the employee has accumulated will transfer to the FTE of the new contract. For example, if a .50 FTE half-time employee transfers to a 1.0 FTE full-time position, they would have 15 full days annual leave as a full-time employee. If a full-time employee had accumulated 15 full annual days on a full-time contract and changes to a half-time contract, they would have 15 half leave days accumulated as a half-time employee.

A workday is defined by the employee's contractual agreement.